Office of Security

Trends and Highlights

MARCH

1974

P. M

DIRECTORATE

ADMINISTRATIVE - INTERNAL USE ONLY

INFORMATION SYSTEMS SECURITY GROUP

Trends and Highlights

March 1974

HIGHLIGHTS

1. Coordination with the Office of Joint Computer Support was completed on the proposed Headquarters Regulation defining the computer security responsibilities of the Office of Security, the Office of Communications, computing components, and computer users. It has been submitted to the Regulations Control Staff for Agency-wide coordination and eventual authentication.

2. Early in March the ISSG participated with the OJCS in the briefing of the CIA Management Committee on the proposed Community Limited Access Intelligence Register (CLAIRE) and the automation plans for Executive Registry operations. Following this briefing, the ISSG developed alternative approaches to the automation of Executive Registry operations in order to provide the basis for a security evaluation of protective measures that might be implemented in view of the sensitivity of data associated with these operations.

4. On 13 March the USIB approved the Intelligence Community Policy for the Release of Magnetic Storage Media as developed by the Computer Security Subcommittee. This policy document spells out procedures permitting the declassification and release from classified control of all types of magnetic storage devices used for classified data, including both computer media and magnetic tapes on which classified audio material has been recorded.

5. Security guidance was provided to the Office of Communications on its plans for special computer-assisted communications terminals at its signal centers throughout the world. This project scheduled for contractor bidding is a long-range effort. The ISSG input concerned the security requirements for the terminals, with special emphasis on the need for their protection when unattended.

ADMINISTRATIVE - INTERNAL USE ONLY

25X1A

ADMINISTRATIVE - INTERNAL USE ONLY

Information Systems Security Group Monthly Report for March 1974

    6. The sanitization of a major OJCS computer system was supervised from a security standpoint prior to its return to the manufacturer. This sanitization process involved the clearing of the system of classified residue so that it might be released from continued security control.

    7. Procedures were developed, in support of the CIA Subsystem Manager for the Community On-Line Intelligence System (COINS), for the implementation of an access listing for COINS computer terminals located in the Headquarters Building. This requirement is based on a Community agreement to exercise compartmentation and access control over individuals using the COINS network.

ANALYSIS

    The ISSG work load for March stabilized at the higher February level as expected. The largest category of cases during March was inspections of proposed locations for remote computer terminals.

TRENDS

    1. Continuation of the February and March work level through April is expected. No significant increase over that level is foreseen during the balance of the Fiscal Year.

    2. The transfer of ADP support activities to the clerical staff was completed in late March. The clerical staff is performing these functions in excellent fashion and is enjoying the diversification of duties provided by this plan.

ADMINISTRATIVE - INTERNAL USE ONLY

PLANS, PROGRAMS AND ADMINISTRATION DIVISION

Trends and Highlights

March 1974

Budget and Fiscal Branch

1. Sixty-three Menu changes were submitted to OJCS to input
Resource Package names. This will permit computer printouts to display
data in the Budget Control System on an organizational basis by resource
package, indicating positions, Average Employment (A.E.) and funds for
Fiscal Years 1974, 1975, and 1976.

2. Responsibility for the imprest fund, formerly handled by the
Security Research Staff, was transferred to the Physical Security
Division/PTOS. This fund, used to defray expenses incurred in support
of ███████ activities, has been reduced from $2,000 to $1,000. STATINTL

3. Office of Security obligations as of 28 February 1974 (66.7%
of the FY) totalled 63.9% of the FY 1974 allocation. Part of the 2.8%
difference (approximately $525,000) is being used to program unbudgeted
lock modification expenses ($150,000), and $90,000 was returned to DD/M&S
for unfunded costs attributed to the energy crisis. Approval was
additionally obtained from the DD/M&S to reprogram $200,000 from the
Technical Security Division ████ equipment budget to the funding of a
program to replace alarm monitors in the Headquarters Building.

STATINTL

Personnel Branch

1. The Agency's Equal Employment Opportunity Program impacted
heavily on activities during the month. This occurred in several ways.
Special reports were prepared on the subject. Data was compiled covering
minority groups presently employed. Numerous meetings were attended on
this subject.

2. A limited recruiting program for professionals began. Partic-
ular emphasis is being given to the hiring of black employees. Office
interviews were arranged with two black applicants and several others are
being pursued.

ADMINISTRATIVE - INTERNAL USE ONLY

Plans, Programs and Administration Division Monthly Report - March 1974

    3. Executive secretarial and advisory support was given to three Professional and one Clerical Career Board meetings and to a meeting of the Professional Selection Criteria Committee.

Plans, Programs Branch

    1. The DD/M&S was provided briefing papers on several items he chose to include in his State of the Directorate meeting on 15 March. These were: The ███████████████████; the Badge Machine and the STATINTL Reorganization of the Office of Security.

    2. A meeting was called by the DD/M&S Plans Staff on the Program Call, FY 1974-1975 on 13 March. It was attended by the Budget and Fiscal Officer, the Planning Officer and the Chief, Plans, Programs and Administration Division. Several pending questions were answered. New problems were generated. These center about the difficulty the Deputy Directors are having in recommending to the DCI established levels within the Agency for the FY 1975 Congressional Budget.

    3. An extensive analysis was prepared and sent to the Legislative Counsel detailing the impact of H.R. 12206, a Bill to Amend 5USC552 (The Freedom of Information Act) by requiring that individuals be apprised of records concerning them that are maintained by Government agencies and grant them certain rights of access to these records. It was recommended that a specific exemption be obtained for the Agency. A similar analysis was prepared on Senate 1688 (The Ervin Bill) which passed the full Senate without dissenting vote on 7 March. The Legislative Counsel will seek full Agency exemption from this "right to privacy" legislation now pending before the House.

    4. "Black Book" Topics were prepared for the Deputy Director of Central Intelligence on 8 March and 14 March and for the DCI on 20 March and 26 March.

ADMINISTRATIVE - INTERNAL USE ONLY

SECURITY RECORDS DIVISION

Trends and Highlights

March 1974

---

1. A noticeable decrease in Case Processing activities and a relatively static situation in Filing and Case Analysis activities probably continues to reflect a trend to a declining case load in these traditional areas of the Division's work.

2. The continued noticeable increase in Computer Support and Compartmented Information activities suggests that a real increase in work load is taking place this fiscal year over FY 1973.

3. The sizeable increase in Indices activities continues to be directly attributable to the project of purging the Office of Security Index of names no longer pertinent due to the passage of time. For the months January through March 1974, 62,564 cards were purged from the Personal and Impersonal Indices. Of these, 11,679 came from the Impersonal Index in January and March.

4. A notable statistic this month is the 3440 number of files microfiched. This represents a 55.3 percent increase over the level achieved in January and February, indicating that the Microfiche and Retirement Branch has now completed the conversion from microfiching files held in the Records Center to microfiching files being retired directly off the shelves at Headquarters. At this level of activity, a net decrease in active file holdings in the Division should become evident.

25X1A

Next 1 Page(s) In Document Exempt

CONFIDENTIAL

SPECIAL SECURITY CENTER

Trends and Highlights

March 1974

———————————

1.   The March meeting of the Security Committee was canceled and rescheduled for 9 April. In the meantime, the Center continued in a series of internal-and external-CIA negotiations and coordinations related to the following Security Committee actions:

    a.   Report of Survey: The Dissemination and Handling of National Intelligence Estimates and Inputs to National Security Study Memoranda (a revised survey report reconciling CIA and DoD differences will be considered by the Committee at the 9 April meeting).

    b.   USIB Directive 1/11, Security Committee (approved by Committee, portions objected to by DDI; Director of Security recommended to DCI that matter be referred to CIA Management Committee for resolution).

25X1A
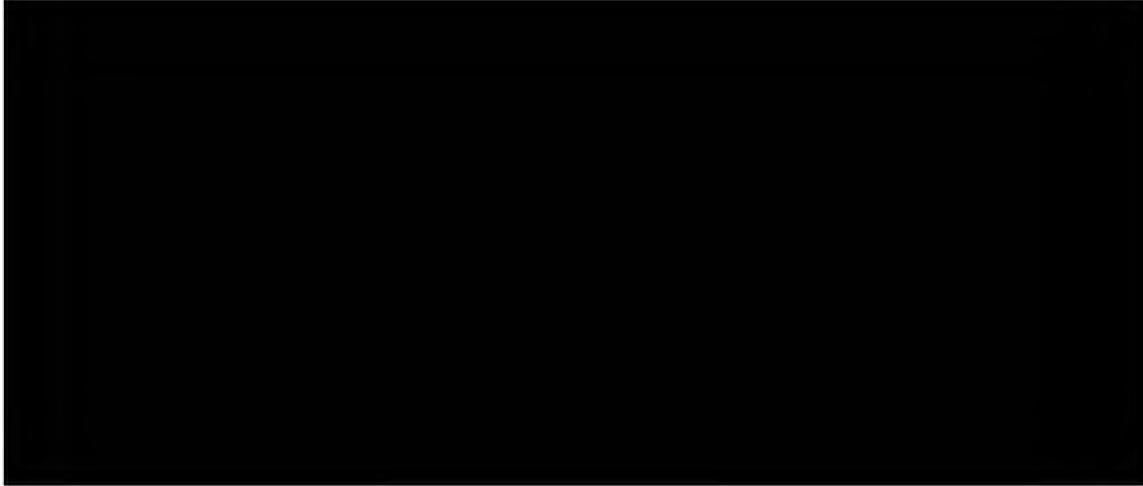
CONFIDENTIAL

CONFIDENTIAL

Special Security Center Monthly Report for March 1974

25X1A
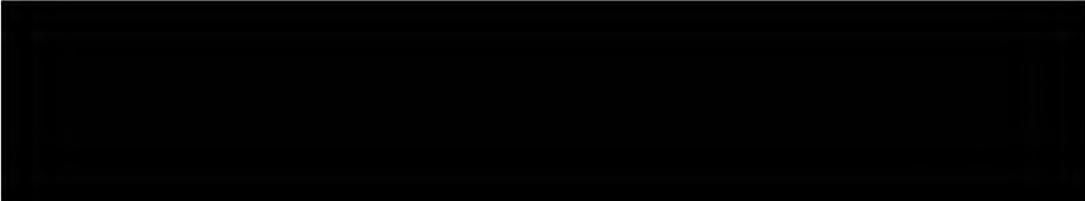
2.   Compartmented intelligence security briefings and debriefings were conducted of 30 CIA personnel and 34 non-CIA personnel. The non-CIA personnel included officials of the National Security Agency, Defense Mapping Agency, Defense Intelligence Agency, U.S. Information Agency, Drug Enforcement Agency, the Departments of Commerce, Treasury, Army and Air Force, the Office of Management and Budget, and the President's Committee on International Economic Policy.

3.   Facilities at the following locations were accredited for storage of compartmented intelligence materials:

25X1A

CONFIDENTIAL

CONFIDENTIAL

Special Security Center Monthly Report for March 1974

25X1A

4.   The Security Advisor to COMIREX participated in the preparation
of guidelines for the decontrol of certain compartmented intelligence
materials which have been submitted for the consideration of the U.S.
Intelligence Board. These guidelines were prepared in accordance with
new national policy approved by the President related to U.S. satellite
reconnaissance activities.

5.   Assisted with responses to questions received from the Sub-
committee on Surveillance, Senate Committee on Foreign Relations.

6.   Chief, Special Security Center continued to participate in the
deliberations of an ad hoc interdepartmental group engaged in considering
appropriate changes to ███████ security policy.

25X1A

CONFIDENTIAL

PTOS

DIRECTORATE

Next 1 Page(s) In Document Exempt

CONFIDENTIAL

PhySD Monthly Report for ___March 1974___ (Continued)

	Monthly	Cumulative Total FY-74
SAFETY (continued)		
After-hours Drills Accomplished	1	2
Fire Protection and Prevention		
Briefing and Training Sessions	0	3
Equipment Tests	0	0
Educational and Promotional Actions (Safety Literature Distributed)	4,000	27,612

5. PHYSICAL SECURITY DIVISION TRAVEL

	Monthly	Cumulative Total FY-74
Man-days on Overseas TDY	86.25	301.25
Man-days on Domestic TDY	26	156
Total Man-days on TDY		

6. PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING

	Monthly	Cumulative Total FY-74
Man-days in Internal Training	170.5	832.5
Man-days in External Training	0	1

CONFIDENTIAL

25X1A

CONFIDENTIAL

Technical Security Division Monthly Report for March 1974 (Continued)

		Monthly	Cumulative Total FY-74
3.	BRIEFINGS AND SERVICES		
	Briefing Program		
	Briefings Conducted	15	96
	Personnel Briefed	367	2,230
	Training		
	Personnel Trained in Security Equipment	17	90
	Procurement		
	Material Requisitions Initiated	36	196

25X1A

CONFIDENTIAL

CONFIDENTIAL

Technical Security Division Monthly Report for March 1974 (Continued)

	Monthly	Cumulative Total FY-74
6. TECHNICAL SECURITY DIVISION TRAVEL		
Man-Days on Overseas TDY	109*	1,219
Man-Days on Domestic TDY	19	209
Total Man-Days on TDY	128	1,428

*Includes 21 days for two special
TDY liaison assignments

7. TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING		
Man-Days in Internal Training	15	195
Man-Days in External Training	0	0

CONFIDENTIAL

P S I

DIRECTORATE

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL SECURITY & INVESTIGATIONS DIRECTORATE

Trends and Highlights

March 1974

1. Although the Staff and Operations Branch received 30 less staff applicant cases in March than in February 1974, it completed 332 more cases in March, due in part to the completion of summer employee cases. Similarly, in the covert area, 119 less cases were received in February 1974, while completions increased by 63 cases.

2. The Industrial and Certification Branch received 151 more Security Access Approval cases requiring field investigation than in the preceding month of February. It closed, in March, 326 of these cases by appraisal action as opposed to 204 in February. Six hundred twenty-one ██████████████████ cases were closed in March as opposed to 323 in February. Receipts of the ████████████ cases in March were up 426.

STATINTL

STATINTL

3. Operational Support highlights of the period included:

   a. Ease of entry to and exit from this country was provided the DCI and DDCI on three occasions.

   b. Assistance was given to Ambassador Helms throughout the week of his visit during the month to Washington, D.C.

   c. A commendation was received from the Director, Office of Weapons Information, DD/S&T, for assistance in getting large shipments of classified magnetic tapes through magnetometer and customs procedures on three occasions.

STATINTL

██████████████████████████████████████

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

Personnel Security & Investigations Directorate Monthly Report for March 1974

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

CLEARANCE DIVISION

Time Factors in Processing Overt & Semi-Covert Cases

March 1974

1. PROCESSING TIME (For * ___314___ Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel	DAYS IN INVESTI-GATION	DAYS IN RESEARCH AND APPRAIS-AL		TOTAL DAYS
		SRD	CD	
(Average number of days):	27	2	2	31

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	225
b. 31 to 60 days	87
c. 61 to 90 days	2
d. 91 to 120 days	0
e. 121 to 150 days	0
f. over 150 days	0

3. CASES PENDING OVER 90 DAYS	STATUS	
	Deferred	Regular
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	17	1
	Total	18

*This figure does not include __8__ cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would

25X1A

25X1A